



Linda S. Adams
Secretary for
Environmental Protection



Department of Toxic Substances Control

Maureen F. Gorsen, Director
1001 "I" Street
P.O. Box 806
Sacramento, California 95812-0806



Arnold Schwarzenegger
Governor

December 21, 2007

Dear Hazardous Waste Generators and Facility Operators:

SUBJECT: 2007 BIENNIAL HAZARDOUS WASTE REPORT

The United States Environmental Protection Agency (U.S. EPA) has delegated the responsibility for conducting the 2007 Biennial Hazardous Waste Report (2007 BR) for generators and facilities in California to the Department of Toxic Substances Control (DTSC). All Resource Conservation and Recovery Act (RCRA) Large Quantity Generators (LQGs) and/or Treatment, Storage, and/or Disposal Facilities (TSDFs) of RCRA hazardous waste are required to file a 2007 BR by March 1, 2008. Small Quantity Generators (SQGs) and non-RCRA hazardous waste handlers are not required to file the 2007 BR.

The U.S. EPA's 2007 Biennial Hazardous Waste Report Instructions and Forms (EPA Form 8700-13 A/B) can be downloaded directly from the DTSC web site at www.dtsc.ca.gov ([http://www.dtsc.ca.gov/](http://www.dtsc.ca.gov)). Additional filing information, including the definition of a RCRA LQG, how to obtain the FREE Waste Reporter software for electronic filing, and where to get help, can be found in the California Supplemental Instructions also available on the DTSC web site. To download this reporting information from the DTSC web site, click on the "Managing Waste" tab at the top of the Departmental web site, scroll down and click on "Biennial Hazardous Waste Reports," and then click on "2007 Biennial Hazardous Waste Report."

The DTSC **STRONGLY ENCOURAGES** all generators and facilities to electronically file their 2007 BR using Waste Reporter, a **FREE**, user-friendly waste reporting software developed by Environmental Support Solutions (ESS), which can be downloaded at <http://www.ess-home.com/products/waste-reporter/default.asp>.

Waste Reporter simulates paper forms, prompts for information, and validates the information (checks for errors) after all the data are entered. It can also import flat files formatted to meet the U.S. EPA's specifications. Alternatively, the 2007 BR may be submitted on the forms provided in the U. S. EPA's 2007 Biennial Hazardous Waste Report Instructions and Forms, and these forms may be photocopied as needed. However, reports containing errors will be returned to the submitter for correction, and the submitter will have only two weeks to correct and return the 2007 BR to the DTSC. Waste Reporter can help save time and improve accuracy of reports by providing all

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necessary forms and look-up tables, accurately and automatically fill multiple data fields, check for data errors, and easily create an electronic .zip file. Waste Reporter is highly recommended and the DTSC strongly promotes its use.

To assist filers, the DTSC will provide several 2-hour workshops in January at select locations throughout California, see enclosed workshop training schedule and pre-registration form. The discussion at the workshop will include the explanation of the process for completing the report and provide a demonstration of the Waste Reporter software. The 2007 BR workshops are free and pre-registration for the workshop is required due to the limited space available at each site.

To implement a more effective way of communicating and addressing the 2007 BR questions and communication needs of RCRA LQGs and TSDFs, the DTSC has established a dedicated Biennial Report Hotline telephone number (916) 322-2880; a Biennial Report e-mail address brsstaff@dtsc.ca.gov; and an interactive, educational 2007 Biennial Report Forum <http://www.calepa.ca.gov/forums/>. If you have questions about this mailing, please contact us by using the hotline number, the e-mail address or through the Forum.

Sincerely,

Jan Radimsky, P.E., Chief
Program Data Evaluation Branch
Office of Scientific & Program Data Analysis

Enclosures

Please check your desired workshop location and date [only one].

I WOULD LIKE TO REGISTER FOR ON-SITE TRAINING SESSION:	LOCATION	DATE AND TIME
Attending: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 10:00am <input type="checkbox"/> 1:00 pm	Department of Toxic Substances Control 8800 Cal Center Drive Board Room A-1-619 Sacramento, CA 95826	January 8, 2008 10:00 a.m. January 8, 2008 1:00 p.m. Capacity: 140 spaces per session
Attending: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 10:00am <input type="checkbox"/> 1:30 pm	South Coast Air Quality Management District 21865 Copley Drive Conference Room CC 6 Diamond Bar, CA 91765	January 15, 2008 10:00 a.m. January 15, 2008 1:30 p.m. Capacity: 86 spaces per session
Attending: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 10:00am <input type="checkbox"/> 1:00 pm	Department of Toxic Substances Control 700 Heinz Avenue, Suite 200 Auditorium 1, 2, & 3 Berkeley, CA 94710	January 17, 2008 10:00 a.m. January 17, 2008 1:00 p.m. Capacity: 120 spaces per session
Attending: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:30 pm	Department of Toxic Substances Control 5796 Corporate Avenue All Staff Room Cypress, CA 90630	January 23, 2008 10:30 a.m. January 23, 2008 1:30 p.m. Capacity: 80 spaces per session
Attending: <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 10:30am <input type="checkbox"/> 1:30 pm	Department of Toxic Substances Control 9174 Sky Park Court, Suite 150 Santa Margarita Room San Diego, CA 92123	January 30, 2008 10:30 a.m. January 30, 2008 1:30 p.m. Capacity: 25 spaces per session

PLEASE MAIL OR FAX BOTH PAGES TO:

**ATTN: Biennial Reports
 Department of Toxic Substances Control
 1001 "I" Street; 11th Floor
 Sacramento, CA 95814**

**Fax: (916) 322 – 1005
 Questions: (916) 322 - 2880**